Lean Six Sigma Project Briefing

Type Project Name Here

Type Name of Briefer
Type Briefer Organization Here
Type Date of Brief

Charter & Timeline

Lean Six Sigma

Team Members			
Name	Role	Affiliation	DACI
	Green Belt		**Driver**
	Master Black Belt		**Driver**
	Sponsor		**Approver**
	Process Owner		**Approver**

Take away message goes here (impact of problem)

Charter

Problem Statement:	
Business Case:	
Unit:	
Defect:	
Customer Specifications:	
Measure Start:	
Measure Stop:	
Scope:	

Timeline

Phase	Planned	Actual	Status
Define	**dd mm yy**	**dd mm yy**	
Measure	**dd mm yy**		
Analyze	**dd mm yy**		
Improve	**dd mm yy**		
Control	**dd mm yy**		

Cross Functional Team

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Team Members			
Name	Role	Affiliation	DACI
	Green Belt		**Driver**
	Master Black Belt		**Driver**
	Sponsor		**Approver**
	Process Owner		**Approver**
			Approver
			Contributor
			Contributor
			Contributor
			Contributor
			Contributor
			Contributor
			Contributor
			Contributor
			Contributor

High-Level SIPOC

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Suppliers	Inputs	Process	Outputs	Customers

Measurable Y:

Measure the Problem

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Measure	
Primary Metric:	
Average/Mean:	
Standard Deviation:	
Secondary Metric:	
Data Source:	**<where, how, format, etc>**
Time Period Analyzed:	**<the time frame of the data to be analyzed, not when it was collected>**
Gauge Issues:	
Gauge Correction:	

Type <u>your</u> Take Away Message Here (extent of the problem)

Process Map

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Type <u>your</u> Take Away Message Here (extent of the problem)

Why isn't the Process Performing?

Cause & Effect Diagram

Type <u>your</u> Take Away Message Here (extent of the problem)

Ranked XY Matrix Output	Hypotheses	P value
<validated root cause>	**<significant finding>**	**<statistical evidence>**

How will we Improve the Process?

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Validated Root Cause	Improvement Plan	Owner	Status
<critical X>			

<Chart Title>

<big take away message>

What Results did we see?

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<Before Chart Title>

<After Chart Title>

Key Metrics	Before	After	Delta
<First Metric>	x.x%	y.y%	+/- z.z%
<Second Metric>	x.x%	y.y%	+/- z.z%
<Third Metric>	x.x%	y.y%	+/- z.z%

<big take away message>

How will we Maintain Improvement?

<FMEA Chart Title>

Triggers		Corrective Actions	
1		Name who	
2		Name who	
3		Name who	
4		Name	

Type <u>your</u> Take Away Message Here (extent of the problem)

The Six Sigma Tollgate Tool

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Define	Measure	Analyze	Improve	Control
❑ Project Charter ·Problem Statement ·Defined Benefits ·Business Case	❑ Process Map	❑ Potential Xs	❑ "To Be" Process Map	❑ Transition Plan
❑ Measurable Y ·Customer Specs/VOC	❑ Data Collection Plan ·Data Collected	❑ Critical Xs	❑ Improvement Strategy ·Improvement Model ·"X" Improvement Target	❑ QC Chart
❑ Cross Functional Team	❑ Data Presentation ·Run Chart; Histogram; Mean/Stand. Dev.	❑ Required Data Display: · **Pareto Charts; Fish Bone / C&E; Histograms;**	❑ Mistake Proofing	❑ Communication to Impacted Areas
❑ Timeline	❑ Updated CTQs/CTPs	❑ Optional Data Display: · **Descriptive Stats.; Time Series Plots; Control Charts; Box Plots**	❑ FMEA	❑ Project Documentation
❑ SIPOC	❑ "Y" Performance Target	❑ XY Matrix	❑ Risk Analysis & Risk Mitigation Plan	
~~I accept the Define~~ Tollgate. Signed: _____ *(Sponsor)* _____ *(Process Owner)* _____ *(MBB / PE Leader)* *(Finance Owner)*	~~I accept the Measure~~ Tollgate. Signed: _____ *(Sponsor)* _____ *(Process Owner)* *(MBB / PE Leader)*	~~I accept the Analyze~~ Tollgate. Signed: _____ *(Sponsor)* _____ *(Process Owner)* _____ *(MBB / PE Leader)* *(Finance Owner)*	~~I accept the Improve~~ Tollgate. Signed: _____ *(Sponsor)* _____ *(Process Owner)* *(MBB / PE Leader)*	~~I accept the Control~~ Tollgate. Signed: _____ *(Sponsor)* _____ *(Process Owner)* _____ *(MBB / PE Leader)* *(Finance Owner)*